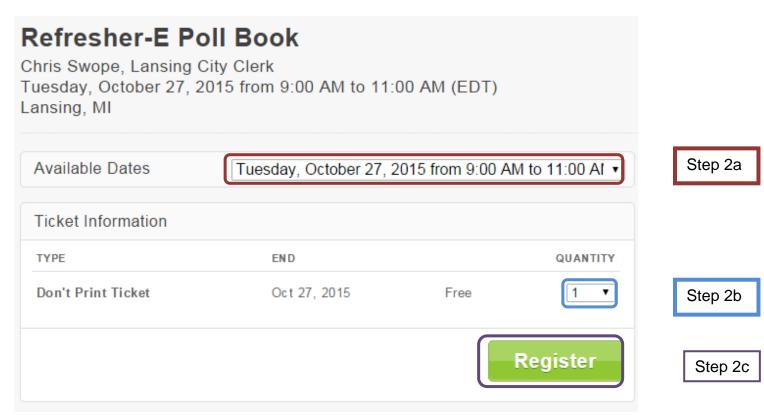
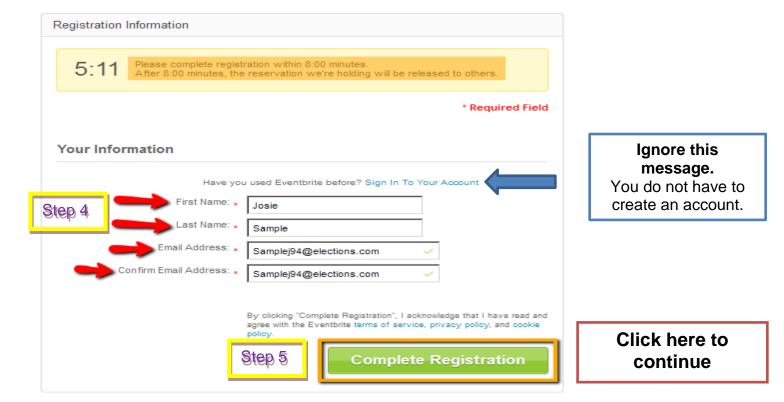
## How to RSVP on Eventbrite for Training v4

- 1. Click the blue text link in your email or type in the web address on your assignment letter to RSVP for a training session.
- 2. Select the training session that fits your schedule:
  - a. Left Click the drop down arrow to see the available options and Left Click again to select a date and time
  - b. Skip this step, unless you are registering for more than one person. Left Click the number of people you are registering
  - c. Left click "Register" to continue.

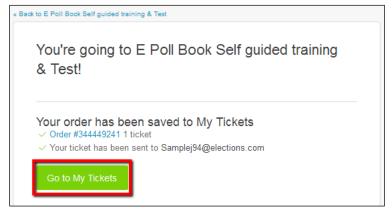


3. The next screen will appear asking for some information to finalize and confirm your place.

- 4. Left Click in the box and type the required information for:
  - first name,
  - last name,
  - email twice.



5. Left Click "Complete Registration" to continue



6. The Confirmation screen should appear letting you know your order is complete! You are not required to print out a ticket or create an account. You should receive a confirmation email. Any questions or concerns, call the office at 517-483-4131.